

# Rastrick Sixth Form

## Student Handbook 2017-2018

**Challenge, Support, Achieve**



**Rastrick**  
High School & Sixth Form

# Welcome

We know that starting in the Sixth Form is a big step in your life and, whether you are new to the school, or have progressed through RHS, the systems and processes of the Sixth Form can sometimes seem bewildering.

The aim of this guide is to give you key information to support your time in Sixth Form and to help you make the transition to an independent, successful Sixth Form student.

We have high standards and expectations of our students. We hope that the time you spend in the Sixth Form will be happy and successful and that you are able to move onwards from your A-Levels into the world of Higher Education or Employment.

We look forward to helping you achieve your potential over the next two years.



# Ethos and Culture



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# Expectations

- To take responsibility for your own learning
- To develop your knowledge and independent study skills
- To achieve outstanding results in all subjects
- To take opportunities to visit universities
- To find a relevant and useful work placement
- To take part in enrichment and volunteering opportunities
- To be a positive role model for the younger students
- To take responsibility for your progression post-18



# Staff

**Mrs Murphy** – Achievement Leader

**Miss Walker** - Associate Achievement Leader

**Catherine Richardson** - Achievement Manager



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# Staff- form tutors

<b>12/1</b>	<b>Ms Catton/Mr Noland</b>
<b>12/2</b>	<b>Mr Jessop</b>
<b>12/3</b>	<b>Mr Davies</b>
<b>12/4</b>	<b>Mr Heward</b>
<b>12/5</b>	<b>Miss Dennett</b>
<b>12/6</b>	<b>Miss Gumbley</b>
<b>12/7</b>	<b>Miss Daubney</b>
<b>12/8</b>	<b>Miss Longley/Mr Mullins</b>



# Routine

- Arrive every morning for an 8:55 start when you have a lesson/study
- Sign in using the biometric system
- Tutorials are Monday, Tuesday, Wednesday and Friday
- Assembly is every Thursday in the Drama Studio
- Breakfast is served from 8:45 in The Deli
- Break service is from 11:00 in The Deli
- Lunch is served from 12:30 in The Silver Service Café
- There is a cash only vending machine in the Study Café
- If you want to go off site, you need to sign out using the biometric system



# The School Day

8.55 – 9.55      Period 1

9.55 – 10.55    Period 2

10.55 – 11.10    Break

11.10 – 12.10    Period 3

12.10 – 12.50    Lunch (7/11/12)    Form (8/9/10/13)

12.50 – 1.30      Form (7/11/12)    Lunch (8/9/10/13)

1.30 – 2.30      Period 4

2.30 – 3.30      Period 5



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# Climate for Learning

## Learner rights

### The right to learn

- Your learning will be delivered by suitably qualified staff using appropriate resources and facilities.
- You will be supported in developing appropriate study skills and overcoming barriers which might get in the way of your learning.

### The right to teach

- You will be a role model for the younger students in the school and you will be given the opportunity to mentor.
- You will be encouraged to take part in a range of enrichment and volunteering activities.

### The right to aspire

- You will aim to achieve your full academic potential through studying courses which will prepare you for further study, training or employment.
- You will be provided with careers information and support for Higher Education, employment and other post-16 options.

### The right to be supported

- You will receive a progress report every half term.
- You will be supported by your tutor who will monitor your progress and guide you through your time in the Sixth Form.

### The right to be respected and feel safe

- Your learning will take place in a safe, accessible and supportive environment



# Climate for Learning

## Learner responsibilities

- Students in the Sixth Form are considered young adults and are therefore able to make informed choices about their conduct. Generally, you are given more freedom and privileges; however, these carry responsibilities:
- To attend and arrive punctually and prepared to all timetabled lessons, including tutorials and study periods and to make effective use of your time
- To participate in a mature and responsible manner in all lessons
- To take responsibility for your own learning with the support of your subject teachers and tutor
- To complete all work set by staff for the required time
- To give priority to school work and independent learning
- To respect the Sixth Form and wider school facilities and resources
- To conduct yourself in a manner appropriate to the most senior students in the school, respecting the individual rights of all members of the school community
- To take part in a range of enrichment activities and volunteering opportunities offered in the Sixth Form.
- To adhere to the Sixth Form dress code
- To not use mobile devices in lesson unless permission has been given by your teacher
- To not smoke on or near the school site



# Dress Code

**Students in the Sixth Form are expected to dress appropriately:**

- Hats and caps are not to be worn indoors
- Midriffs should be covered
- Skirts and shorts should be on or below the knee
- Words and diagrams on clothing should not be offensive
- Facial piercings, tattoos and hairstyles should not extreme or offensive

**In addition:**

- You must not use mobile devices in lesson or around the corridors unless permission has been given by your teacher
- You must not smoke on or near the school site



# Study area

The Sixth Form study area is for use as a quiet study area only. You will be expected to spend the majority of your non-contact time in this area. If you need to discuss work as a group, then the break out areas in the study café should be used. In order to keep the study area clean and tidy, please do not eat or drink in this area. The Silver Service Café is provided for eating and drinking. If there is no class in the library, then this can also be used as a study area for Sixth Formers.



# Assembly and Tutor Time

Your tutor is the first port of call for all day to day issues. Please discuss them, in the first instance, with your tutor. Your tutor will also meet with your parents during academic tutorials. Your tutor will meet with you every day at tutor time. This provides an important opportunity to discuss career plans, academic progress and University applications/research.

You will also receive information about enrichment opportunities and events that may complement your studies.

Assembly will take place during tutor time and is usually on Thursday. Outside speakers are often invited in.



# Signing in and out

When you arrive at sixth form, you will need to sign in by using your finger print on the scanner which is situated by the sixth form reception. This will be organised on your first day, and this will also be the method of payment of food at lunch and breaks, with no cash being used. Instead you will use your finger to top up cash as the machines or you can add money to your account online.



# Communication

- You will be provided with a **school email account (Outlook)**
- You will be shown how to access your email and how to set this up to your smart phone
- You must check your messages on a regular basis as important information will be communicated via email
- You can also use your outlook calendar to keep you organised
- You can follow us on Twitter **@Rastrick6thform**
- Finally, you will need to provide us with your mobile number as we also communicate via telephone and text message



# Learning Skills



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# Your timetable

- You will be issued with a timetable on your first day
- You will have 4 or 5 lessons with your teacher per subject, plus 1 hour of 'Study' where your teacher will set work for you to complete
- You will need to register for each study session and complete the work set
- In addition to the above, you are also expected to complete 5-6 hours of private study per subject per week, this can be done in the Study Area, Study Café, Library or at home



# Extended Project

You will also study the Extended Project Qualification (EPQ), which gives you the opportunity to get deeply involved in a subject that interests you, to develop research and critical thinking skills, to pull together learning from other subjects and to develop extended writing skills - all of which are hugely valuable preparation for University study as well as providing an excellent starting point for University admissions interviews. The EPQ was developed by the top UK Universities as a means of helping them to select the best candidates. We believe that you will improve your chances of entry into these Universities by completing the Extended Project. The project is also worth UCAS points. The project usually takes the form of an extended piece of writing or the production of an artefact and the emphasis is on the research, decisions made, sources, methods, presentation and evaluation.



# Study Skills

1. **Get yourself organised** – keep your diary up to date, listing work set, work completed and work outstanding.
2. **Try and stick to a regular work rota** - do a little bit of study often, rather than leaving huge amounts of work to the eleventh hour before a deadline. Late work is invariably rushed, often incomplete, and of inferior quality, and by starting an assignment well in advance of a deadline you will get the chance to ask staff for help if you need it. Most 'A' level students need to work for between 20 and 25 hours per week OUTSIDE of lessons.
3. **Work in a studious environment**, not somewhere where you will be distracted. At home, work somewhere where you will not be disturbed (and where you can leave books and folders safely). If you do need to work on a computer, make sure you are not signed into any social networking sites (MSN, Facebook) to avoid distractions.
4. **Define your work tasks.** Make sure you understand what is expected of you. Seek clarification if you are uncertain about essay titles, the parameters of note taking, etc.
5. **Don't be afraid to ask for help** when you need it!. Don't suffer in silence and don't pretend you understand something when you do not!
6. **Use all the available resources** - teachers; textbooks; libraries; periodicals; the Internet; newspapers; television and radio; fellow students.
7. **Motivate yourself.** Have a goal to aim for ... on a micro scale a favourite TV programme in half an hour after some revision; on a longer scale a university grade offer.
8. **Work in attention span units.** Few students can work effectively for more than one hour before their concentration starts to ebb (this is particularly so with revision). Divide your working time up into attention span units (40-60 minutes) punctuated by short breaks.
9. **Get a dictionary!** Many exam boards now penalise poor spelling and grammar at 'A' level. There are also subject-specific dictionaries available – useful for key definitions.
10. **The more you put in, the more you get out,** both in terms of **results** and **enjoyment.**



# Target grades

**At the beginning of Y12 we will set target for all students in all A-Level subjects. These will be challenging targets as we believe that students perform best when set high expectations and given good quality support. The targets will be based on your performance in your GCSE examinations and in comparison with students from schools across the country.**

## **A positive achieving student:**

- ATL grades of 1 and 2
- In line to achieve target grades
- Excellent attendance (95% or above) and punctuality
- Outstanding attitude towards studying
- Positive use of study periods

## **Students causing concern:**

- ATL grades of 4
- Below target grade
- Attendance below 90%
- Concerns about punctuality
- Concerns about attitude towards studying
- Student is not making effective use of study periods

## **Intervention**

- Wave 1: Class teacher
- Wave 2: Subject Leader
- Wave 3: Form tutor
- Wave 4: Achievement Manager
- Wave 5: Sixth Form Achievement Leader

**At this stage a progression plan may be put into place.**

**Any action of a serious nature, including disrespect to staff, damage to school property, use of banned substances or items, dangerous driving or actions that bring the school into disrepute in the wider community will be automatically dealt with at this level.**



# Personal Organisation

Every day you will need writing equipment, and a supply of A4 paper (ideally punched for easy filing). We recommend 1 A4 Lever-Arch file per subject to store all your notes for each subject separately. We also recommend the use of subject dividers to separate out different units of work. You may wish to use a smaller 'transport folder' for each subject too. Some subjects may require you to buy extra equipment (e.g. a scientific calculator for science and mathematics).



# Employability and Enterprise



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# Employment

Although many students feel that Sixth Form is an ideal time to get a part-time job, Sixth Form study is demanding in many respects and students might struggle to maintain their focus. We recommend that students spend 20-25 hours per week on their school studies outside of school and if students choose to work as well, this can have an impact on their well-being overall. If a student does choose to gain employment, we recommend that this amount to no more than 12 hours per week and that this is not continued during examination periods.

There are also opportunities for you to gain some work experience and earn some money by working as a midday supervisor at the school. Feel free to ask for more information..



# Work Experience

For some professions, for example law, medicine and teaching, some experience of the workplace will significantly enhance a students' application to University courses and it is therefore important to provide this opportunity as part of the Sixth Form curriculum.

We will support students in finding and accessing suitable placements and experience to help improve the quality of their UCAS applications, although we would also encourage students to set up their own placements if they have contacts in a particular profession or a strong desire to gain experience in a particular area. We have allocated one week of the calendar in Y12 for students to undertake work experience.

Students will be supported in gaining work experience outside of this time should it be deemed beneficial, for example if you need to volunteer in a school or nursery every week.



# Careers Guidance

The Sixth Form study area is equipped with the latest University Prospectuses. The C&K Careers Office is also available for use by Sixth Formers and contains the latest information on a range of different careers and courses. We also recommend a range of websites to help guide your careers research. Some of these are listed below:

## **Applying to University:**

<http://www.ucas.com/>

<http://www.ucas.tv/ucas/video/vjQkm>

<http://www.thecompleteuniversityguide.co.uk/> - includes league tables, ranking the best universities by subject

## **Gap Year:**

<http://www.gapyear.com/>

<http://www.notgoingtouni.co.uk/>



# Careers Guidance

## **Apprenticeships:**

<http://www.apprenticeships.org.uk/>

<http://www.notgoingtouni.co.uk/>

## **Employment:**

<http://www.notgoingtouni.co.uk/>

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>

## **General Careers Advice:**

<http://icould.com/focus-on/choices-at-18/>

<http://www.careersbox.co.uk/sector.php?sector=42>



# Careers Guidance

## **Student finance websites:**

[www.slc.co.uk](http://www.slc.co.uk) (student loans)

[www.studentfinance.direct.gov.uk](http://www.studentfinance.direct.gov.uk) (financial support for HE students – Student Finance England)

<http://yourfuture.direct.gov.uk/>

<http://www.thecompleteuniversityguide.co.uk/fees-and-finance/>

<http://www.brightsideunaid.org/> (a student charity helping you with student finance)

<http://www.funderfinder.org.uk/> (sponsorship)



# Enrichment and Volunteering

- An important aspect of your sixth form experience is taking part in enrichment activities and volunteering
- You will be expected to log your volunteering hours and you will be rewarded for these
- You will be given the opportunity to complete a work placement at the end of year 12
- You also have the opportunity to represent your form and the school as a Student Leader
- You may be given the opportunity to take part in the HE+ scheme

